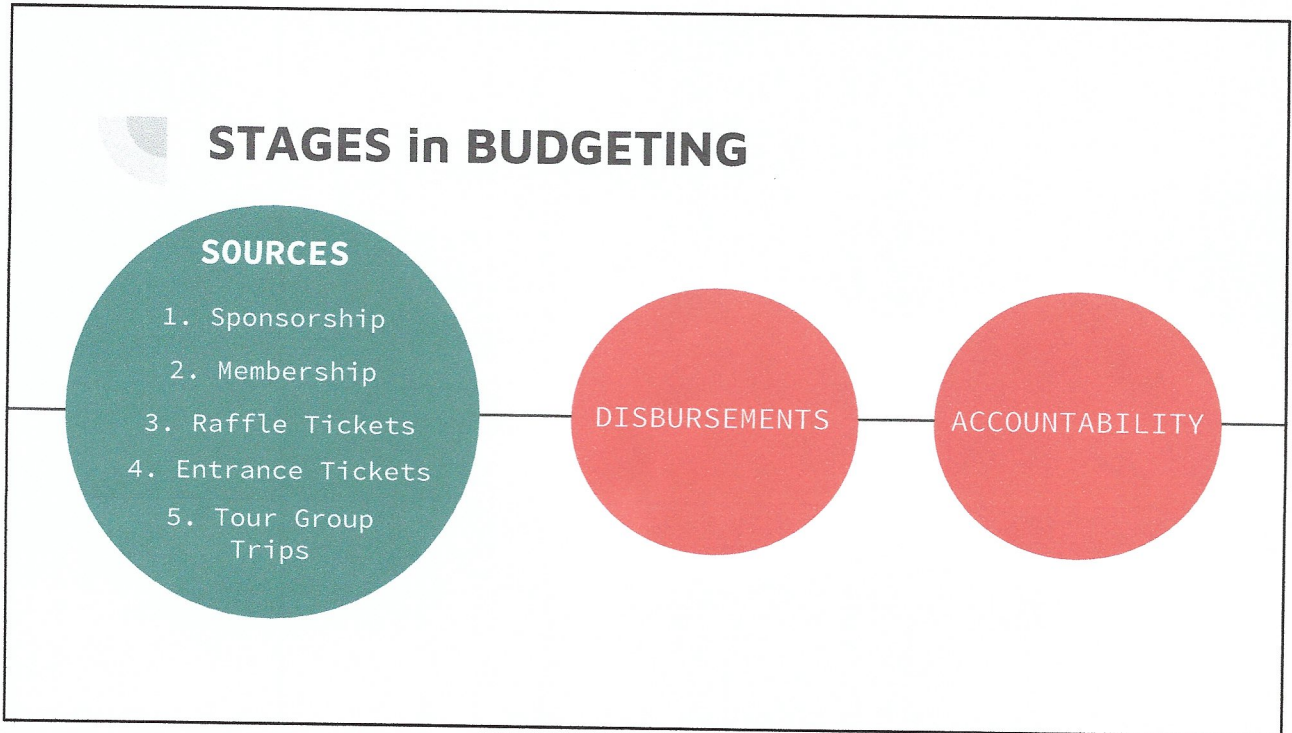
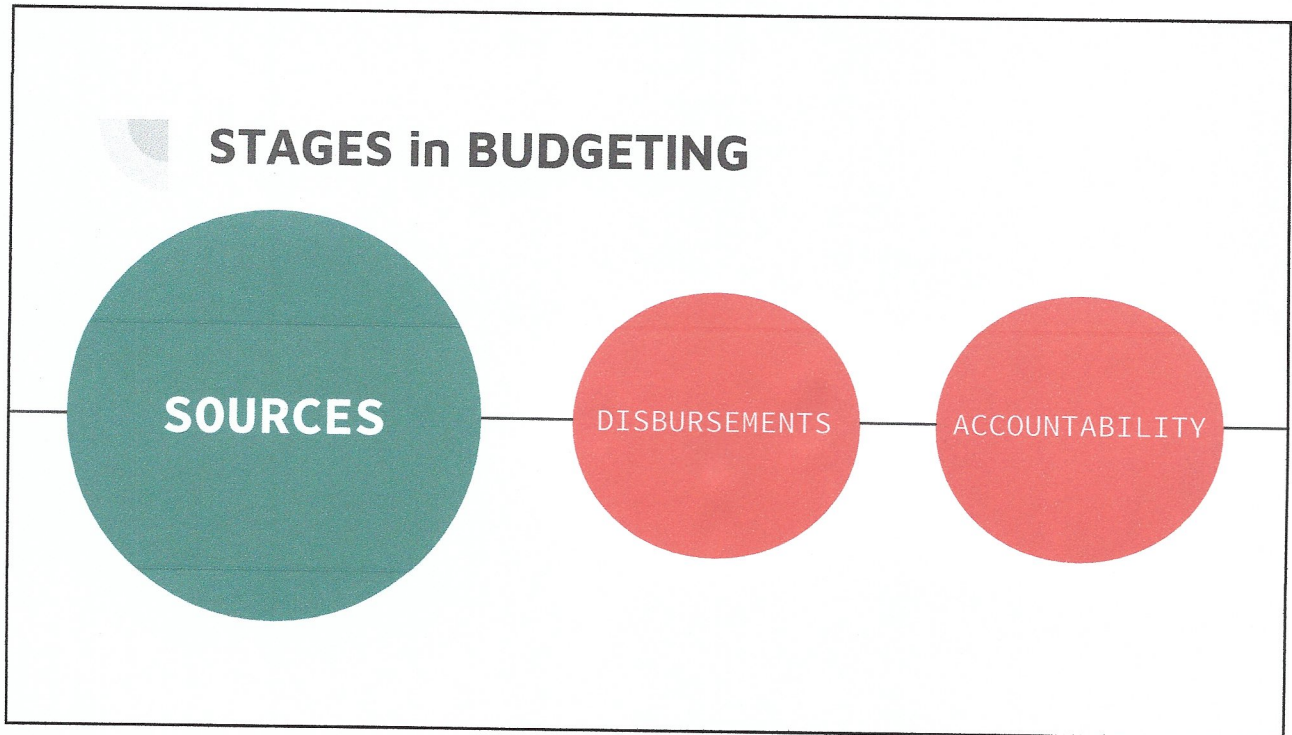


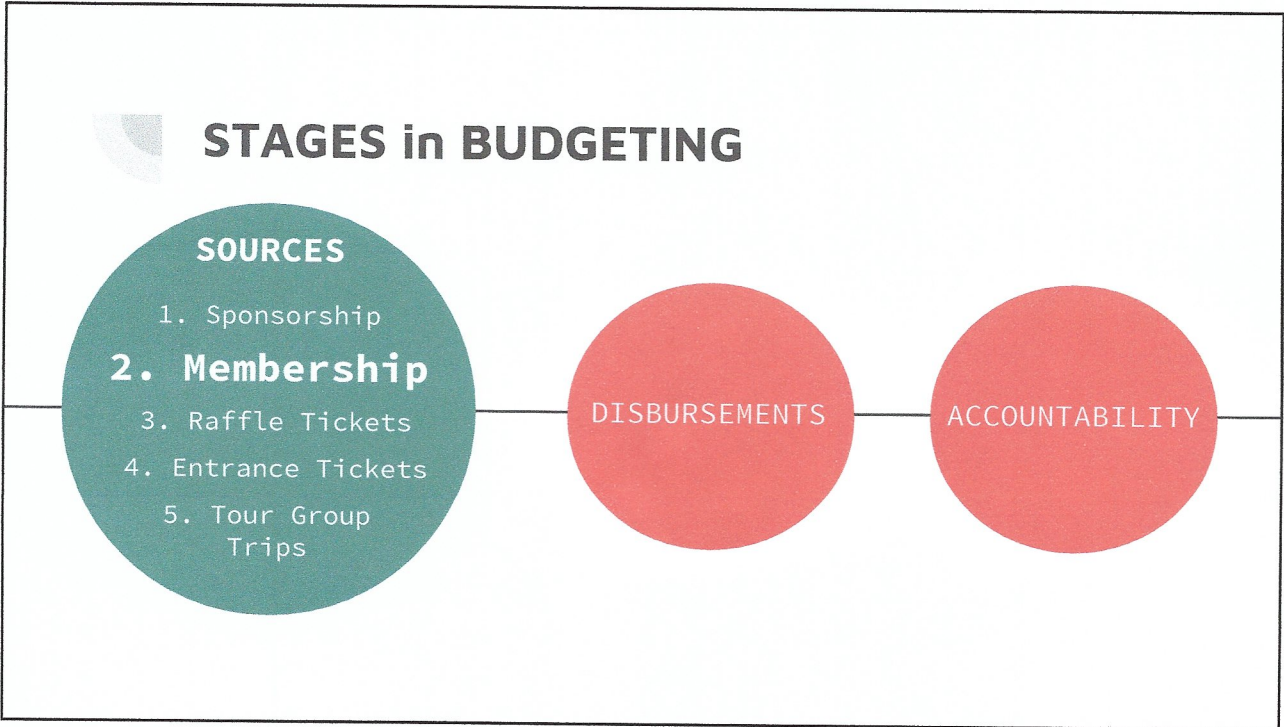
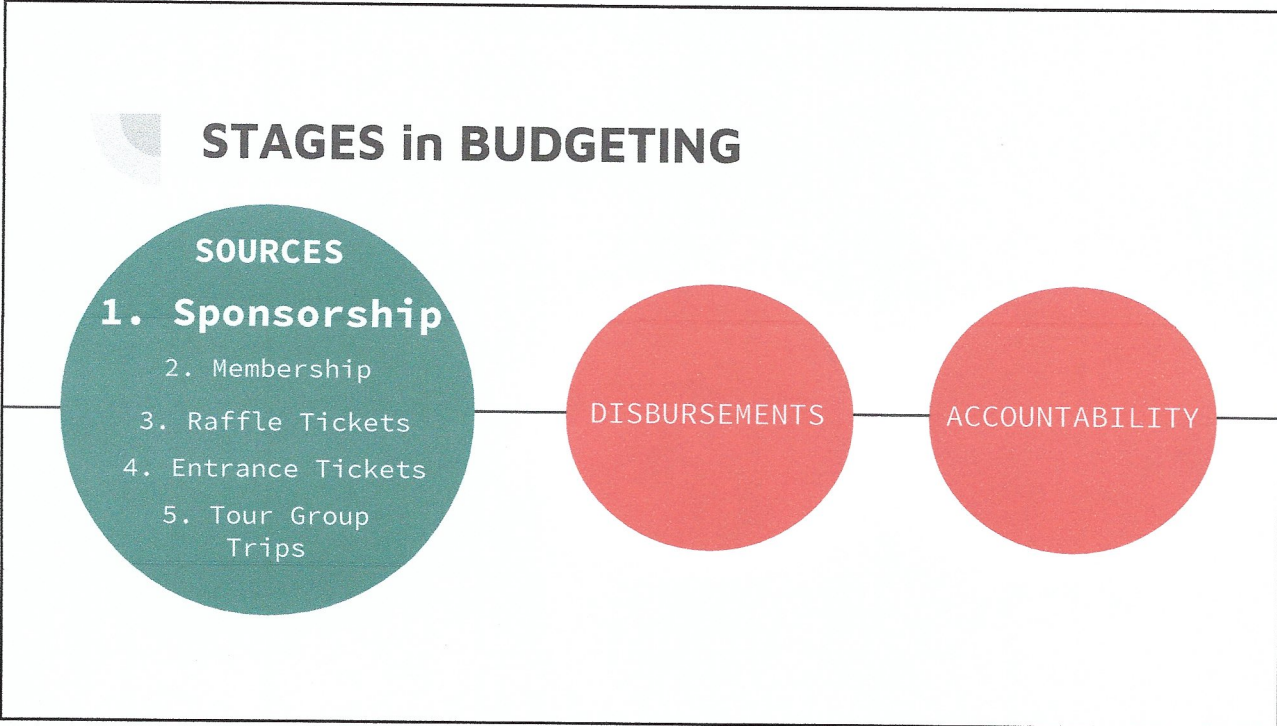
Budgeting

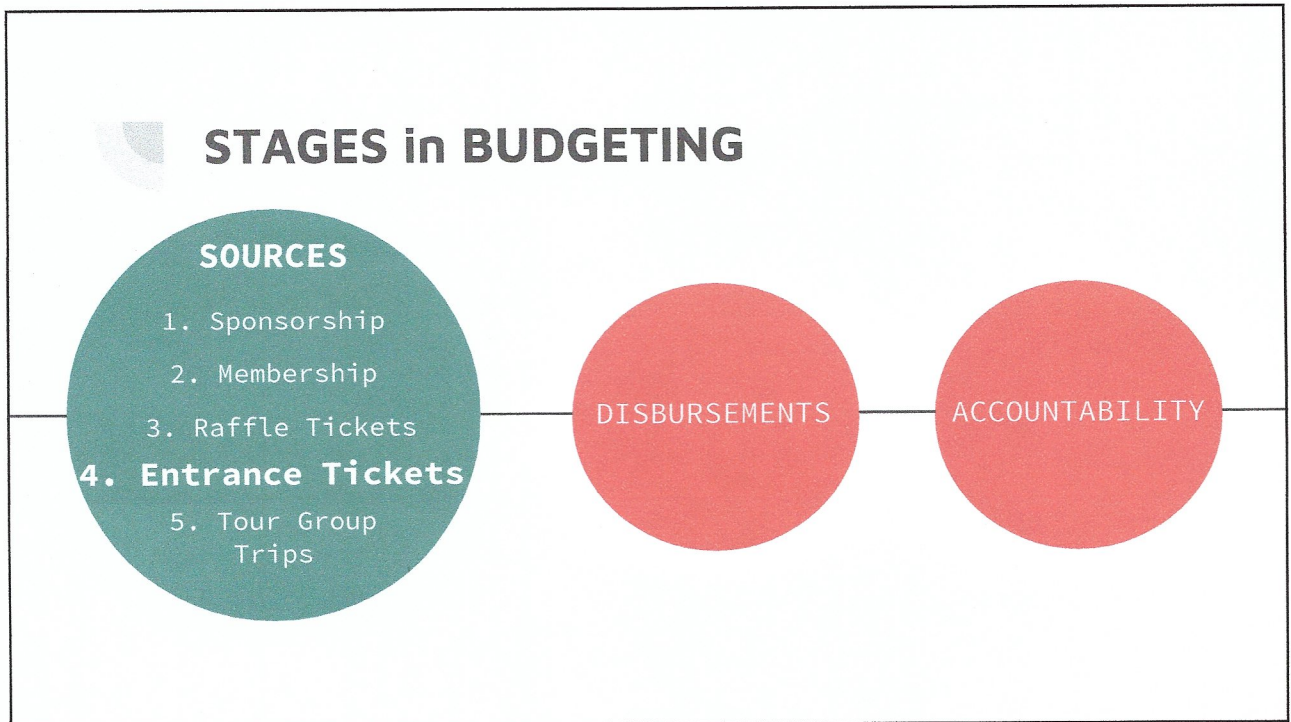
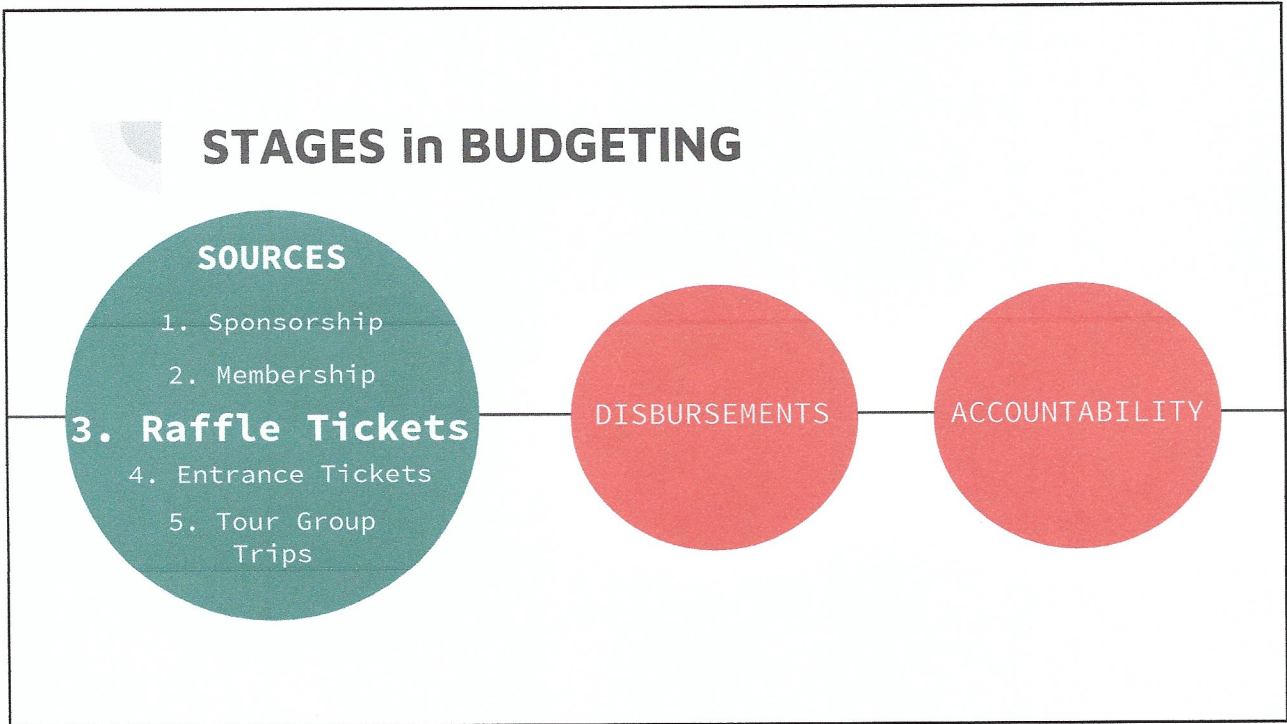
An estimate of costs, revenues, and resources over a specified period, reflecting a reading of future financial conditions and goals.

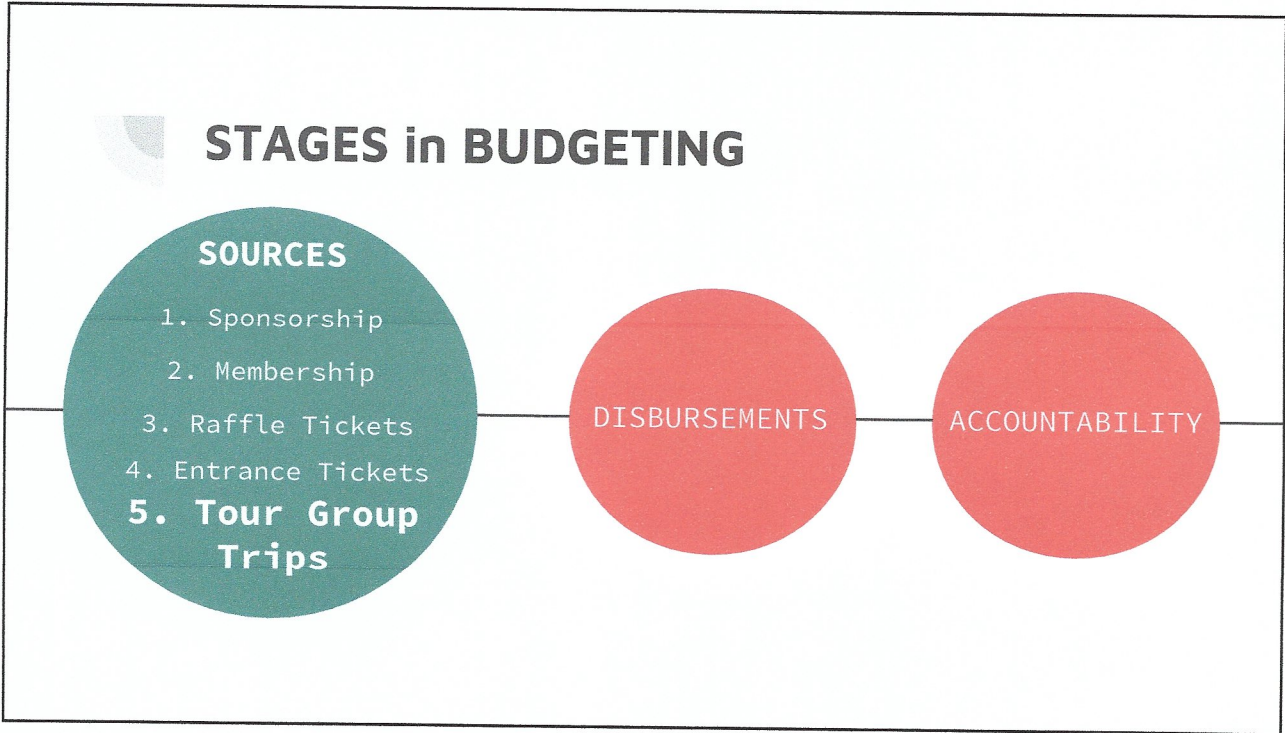
One of the most important administrative tools, a budget serves also as a

- (1) plan of action for achieving quantified objectives
- (2) standard for measuring performance, and
- (3) device for coping with foreseeable adverse situations.









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- ## Cost Estimates
- Basic cost estimates, but not limited the following:
1. Rent
 2. Supplies
 3. Food and drinks
 4. Communication
 5. Transportation
 6. Other professional services

